
Accounting Intern

About Spaxel

Spaxel is a forward-thinking real estate company that owns, operates, and develops innovative residential projects. By leveraging cutting-edge technology and modern operational models, we create distinctive living experiences that stand out in the market. With a centralized back-office located in Prishtina, we handle key operations such as tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture. Our centralized property management team supports on-site operations across a portfolio of multifamily residential properties, ensuring efficiency and operational excellence.

Position Overview

The Accounting Intern will play a crucial role in supporting the accounting team by managing and organizing financial records, processing payments, and assisting in the overall maintenance of our accounting systems. This position offers a unique opportunity to gain practical experience in a fast-paced, high-growth real estate environment, with responsibilities that extend beyond basic accounting tasks, fostering valuable skills for a professional career in finance and accounting.

Key Responsibilities

- Download invoices from utility websites and book them in our accounting software
- Assemble invoices to be completed for payment
- Process payment of utilities online using bank account info of each property
- File all invoices accordingly
- Be willing to assist other team members on daily tasks whenever needed

Qualifications

- Third-year student or recent graduate in Banking, Finance, Accounting, Business Management, or a related field.
- Advanced level of written and spoken English proficiency.
- Excellent organizational and reporting skills.
- Excellent verbal and written communication skills.
- Availability to work Monday to Friday from 14:30 to 23:00 pm.

What We Offer

- **Position:** Accounting Intern
- **Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.

Instructions for applying

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 15.11.2025